Activity 2D

Estimated Time	**20 Minutes**
Objective	**To provide you with an opportunity to identify and report incidents and injuries to required personnel according to organisational policies and procedures.**
Equipment needed	**Case Study C – Reporting an incident.**
	This activity will not require observation. **<u>Scenario</u>** ***Trevor Atkins (Trev) is a kitchen assistant working in a college cafeteria. During the dinner preparation at 11 am, Trev is peeling potatoes in the kitchen and cuts his right index finger with the potato peeler. The cut seems to be shallow but is bleeding considerably, and he needs to take immediate action. Samantha Hall (Sam), the kitchen manager, witnesses the incident and provides him with basic first aid which stops the bleeding. Sam then asks Trev to fill in an accident form.*** **<u>Refer to Case Study C – Reporting an incident.</u>** **1. Using the template in Case Study C, fill out an accident form that creates an accurate and detailed record of this incident.** **2. Suggest a relevant person that this incident may be reported to.**

Activity 3A

Estimated Time	**40 Minutes**
Objective	**To provide you with an opportunity to identify how to contribute to workplace meetings, inspections, and other WHS consultative activities.**
Equipment needed	➢ **Access to a small group** ➢ **Access to the internet.**
	This activity will require observation. **<u>Scenario</u>** ***Wendy is the manager of a telesales office. Recently there have been some complaints made to her regarding WHS issues in the office. Maintenance came to replace a strobe light in the staff room and found that the fire exit was blocked by chairs, bags and personal items that had been left out rather than put away in lockers.*** ***Staff had also complained that the general work area was untidy and multiple trip hazards around the office could be easily rectified if people took actions for their responsibilities. Wendy decides to call a meeting to address these issues.*** **1. Identify the issues raised in the scenario and undertake your own research to find informative material on the internet regarding these issues. You may choose written documents and/or short videos should they be appropriate.** **2. Engage in a role play with your group. Your assessor will take on the role of Wendy. Your assessor will lead the meeting to yourself and your peers and present the selected materials you sourced for Question 1. Prepare to answer and ask appropriate questions for the context of the role play, including:** ➢ **How the issues occur** ➢ **How the team can make improvements** ➢ **What workplace expectations are.** **The role-play is to last between 5 and 10 minutes.** **3. In approximately 50 words, explain how regular work inspections may contribute to the WHS standards of the workplace within the scenario.**

Activity 3B

Estimated Time	25 Minutes
Objective	**To provide you with an opportunity to identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures.**
	This activity will not require observation. **1. Referring to your organisation or one that you are familiar with, identify one existing and one potential hazard that you may encounter at work.** **Explain your answer in approximately 100 words.** When working with extremely explosive powder, an existing hazard is static electricity, which can build up from movement or equipment use and ignite the powder, causing an explosion. A potential hazard is equipment malfunction, such as a spark from a faulty motor or electrical failure. These hazards can occur during routine operations or unexpected events. Both are dangerous because even small ignition sources can trigger devastating explosions. Recognizing these risks ensures proper safety controls—such as grounding, bonding, and regular equipment maintenance—are in place to prevent accidents and maintain a safe work environment. **<u>Scenario</u>** ***You log onto your work laptop and notice that the charging cable is frayed.*** **2. In approximately 50 words, identify who you would report this to and suggest an appropriate method of doing so.**

Activity 3C

Estimated Time	**30 Minutes**
Objective	**To provide you with an opportunity to identify how to participate in actions to minimise or eliminate workplace hazards and to reduce risks.**
	This activity will not require observation. **1. Considering your own role or one that you are familiar with, identify two practices that you may follow and participate in daily to help eliminate and reduce risks. Explain your answer in approximately 100 words.** When handling explosive and extremely reactive powder, two vital daily practices are using personal protective equipment (PPE) and controlling environmental conditions. Wearing anti-static PPE—such as gloves, overalls, and footwear—prevents static discharge that could suddenly ignite the powder. Daily monitoring of temperature, humidity, and ventilation reduces the risk of unexpected reactions or explosions caused by unstable conditions. These precautions help eliminate common ignition sources and maintain a stable environment, lowering the chance of a sudden and dangerous explosion. Consistent safety habits are essential when working with materials that can detonate without warning. Source: Safe Work Australia – Hazardous Chemicals Guide **2. In approximately 100 words, explain how promoting wellbeing can minimise or eliminate certain risks at work.** Fostering employee wellbeing in the workplace plays a crucial role in minimizing risks by cultivating a safer, healthier, and more nurturing environment. When staff are in good physical and mental health, they tend to be more attentive, engaged, and productive—reducing the chances of errors, accidents, or unsafe practices. Initiatives like mental health resources, structured breaks, stress reduction programs, and wellness activities help combat fatigue, burnout, and stress-related conditions. Promoting transparent communication and a positive organisational culture empowers employees to report hazards early. Ultimately, investing in wellbeing enhances morale, strengthens collaboration, and builds a resilient safety culture throughout the organisation. https://employeewellnessaustralia.com.au/12-ways-to-promote-mental-health-with-healthy-workplace-initiatives/

Case Study B – Reporting hazards in the workplace

Jo is a customer service representative at a car salesroom. During a pre-start inspection of the customer toilets, Jo notices that the plastic covering across a light switch has cracked, exposing the wires underneath. Jo notices that the floors are still slightly wet from where they have been mopped by cleaning staff, but this does not concern her as it will probably have time to dry before opening.

Jo has also noticed a slightly loose tile on the floor of the staff locker room, but as this is not part of the pre-start checklist she has been given, so she chooses not to report it.

REPAIR LOG		
Description of defect (include location)	Date/time	Required repair (include make, model, serial number, if applicable)
Exposed wires	10/06/2025 11:07	Requires a licensed electrician
Wet floor	10/06/2025 11:08	Install guards and signage, dry with paper towels
Loose tile	10/06/2025 11:09	Install guards and signage

Case Study C – Reporting an accident at work

Below is a template that could be used for reporting work-based accidents or near misses.

I am reporting a:	Incident	Accident	Near miss
Name:	Trevor		
Job role:	Cook		
Supervisor:	Samantha		
Date and time:	10/06/2025 11:08		
Location of incident:	Kitchen		
Describe step by step the events leading up to the incident:	Trevor Atkins, also known as Trev, works as a kitchen assistant in a college cafeteria. At 11 a.m., while preparing dinner and peeling potatoes, he accidentally cuts his right index finger with a potato peeler		
Injuries sustained:	Cut and laceration to the right index finger		
Further medical assistance required:	Yes, basic bandages to stop the bleeding		
Supervisor:	Print	SH Signed/date	
Employee:	Print	TA Signed/date	